

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: EDUCATION SPECIALIST II

JOB REQUISITION: 2600

LOCATION: SAN FRANCISCO

DEPARTMENT MARKETING

The Education Division constitutes the educational arm of the state judicial system, providing both training and education for judges and judicial branch personnel. Staff design and coordinate programs, plan curricula, write and edit publications and video scripts, and coordinate the volunteer services of judges and court personnel. The division is acknowledged nationwide as a leader in judicial branch education.

RESPONSIBILITIES

- Using subject matter experts, designs and develops curriculum/course materials on operational and non operational topics for trial court non supervisory staff;
- Projects, calculates, monitors and compiles costs of projects and programs and maintains program budget documents;
- Staff Court Staff Education Committee providing guidance in the development and completion of Phase II educational designs and Phase III course development;
- Develop faculty for course delivery for multiple delivery mechanisms
- Identifies, selects, and oversees consultants to support educational programming;
- Develops educational programs for broadcast delivery to court staff
- Evaluates courses and faculty; and
- Assists in a variety of other general training activities and performs other related duties as required.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, preferably with major course work in education, public, business, or court administration, and two years of experience developing training programs for adults.

Additional directly related experience may be substituted for the required education on a year-for-year basis. Possession of a directly related postgraduate degree or a teaching credential may be substituted for one of the two years of required experience.

Ability to:

- Design effective, educationally sound educational programs for adult learners;
- Recruit and develop faculty for the delivery of training for trial court staff;
- Present educational programs to a wide range of learners using multiple delivery options (broadcast, live, online);
- Apply adult education principles;
- Work with and leverage the contribution of subject matter experts;
- Express ideas effectively in writing and orally;
- Prepare clear and concise analytical summaries of the educational needs of judicial branch staff;
- Demonstrate initiative and independent judgment within established procedural guidelines;

- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines; and
- Manage and prepare program budgets.

Highly desirable candidates will possess familiarity with the California Trial Courts structure.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Education/Training", and search for **Job Req. #2600, Education Specialist II**. This position requires the submission of our official application and response to the supplemental questions.

OR

To request a printed application, please contact:
 Administrative Office of the Courts
 455 Golden Gate Avenue, 7th Floor
 San Francisco, California 94102
 (415) 865-4272 Telecommunications Device for the Deaf

PAY AND BENEFIT(S)

SALARY RANGE: \$5,325 - \$6,471 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer

A supplemental questionnaire follows this announcement.

SUPPLEMENTAL QUESTIONS
For
Education Specialist II
(Job Req. #2600)

1. Please describe your experience, if any, in designing and conducting courses for the public service sector.
2. Describe, if any, your experience working with the Trial Appellate Courts.
3. Describe your experience designing and conducting train-the-trainer programs.